

## **APPENDIX E. MANAGEMENT STRUCTURE**

### ***E.1 Emergency Operations Plan***

Benton County has established a Comprehensive Emergency Management Plan to provide for the effective direction and control of emergency operations. The Comprehensive Emergency Management Plan was established through an Interlocal Agreement between the County and the cities of Benton City, Kennewick, Prosser, Richland, and West Richland. The Comprehensive Emergency Management Plan provides for a command/control structure for emergency response, and includes Implementation Procedures for anticipated emergency or disaster scenarios. Appendix 1 of the Comprehensive Emergency Management Plan (summarized below) outlines the County's management structure for emergency response. Benton County Emergency Management is charged with the responsibility for coordination of the planning and response effort, and the efficient utilization of all resources available in the county.

Benton County Emergency Management (BCEM) operates from a designated facility at 651 Truman Avenue, Richland, WA 99352. During an emergency, this Emergency Operations Center (EOC) can serve as the command and control center for governmental operations. The EOC is equipped with a diesel generator capable of continuous use for 14 days. In addition, the EOC is equipped with information display materials, internal communications, and additional supporting equipment, materials and supplies required to insure efficient operations and effective emergency management 24 hours a day.

When an emergency situation occurs anywhere within the limits of Benton County, normal emergency response units will be dispatched to the scene. Most emergencies are handled locally by these emergency responders. The municipalities of Benton County use the Incident Command System (ICS) for on-scene management of emergencies.

If the emergency exceeds or appears likely to exceed the resources available through normal response and mutual aid, or if additional support is needed, the Incident Commander (if the ICS is in use) or the Chief Elected Official of the municipality) will ask that BCEM be notified. BCEM will, upon request, either partially or fully activate the EOC and/or provide Emergency Management assistance at the request of the Incident Commander. The EOC will operate in coordination with the ICS as established at the scene of the emergency. The Incident Commander will be responsible for operations at the scene of an emergency. Overall coordination and control of the county-wide response will be under the management of the Emergency Chairman and his/her Emergency Operations Staff.

### ***E.2 Direction and Control of Operations***

#### **E.2.1 Emergency Chairman**

Direction and control of emergency management functions is the responsibility of the Chief Elected Official (CEO) of the municipality or municipalities involved. The CEO will act as Emergency Chairman.

In the case of a single city, the CEO is considered to be the Mayor. In Richland or Kennewick, the Mayor may chose to delegate the responsibility of Emergency Chairman to the City Manager. In any city, the Mayor has the option to delegate the Emergency Chairmanship to any elected council member of the city, or the Chairman of the County Commission. In the absence of the Mayor, the CEO's emergency

management responsibility (including the power to delegate) falls to the next person in line of succession on the elected City Council, or at the discretion of the City Council, to the City Manager.

In the case of unincorporated areas of Benton County, the Chairman of the County Commission will act as the Emergency Chairman. In the absence of the Chairman, any available County Commissioner may act as Emergency Chairman.

In the case that more than one municipality is involved or threatened, the Chairman of the County Commission and the Mayor of the municipality involved (or his/her designee) will act jointly in the capacity of Emergency Chairman.

### ***E.2.2 Emergency Operations Center Staff***

The EOC staff will coordinate the functions of the departments and agencies they represent, and will cooperate with each other and the Emergency Chairman and BCEM staff to ensure an efficient response to the emergency. The staff will carry out their responsibilities as outlined in the various Implementation Procedures for the particular emergency or disaster that applies. Each Implementing Procedure outlines detailed responsibilities for the staff positions. The EOC staff may include, but is not limited to:

- a) Emergency Chairman
- b) Benton County Emergency Management Staff
- c) Law Enforcement Coordinator
- d) Fire Services Coordinator
- e) Emergency Medical Services Coordinator
- f) Manager of Emergency Dispatch Center
- g) Health Department Coordinator
- h) American Red Cross Representative
- i) Transportation Coordinator
- j) Agriculture Department representative
- k) State Emergency Management Division liaison
- l) Public Information Officer
- m) Support personnel

### ***E.2.3 General Operations***

The Benton County Emergency Services Director serves as senior staff advisor to the Emergency Chairman during EOC operations. The BCEM staff acts as a resource and support staff to the EOC staff and to the Emergency Chairman as needed. Further, BCEM serves to bring together those citizens and entities with disaster-related needs and those having the necessary capabilities, resources and assets to alleviate those needs.

#### **Mitigation**

BCEM will establish and maintain the Comprehensive Emergency Management Plan and related Implementing Procedures. BCEM will also coordinate with all local agencies to ensure operational readiness.

**Planning/Preparedness**

BCEM will maintain the EOC in a state of readiness, maintain and test the Emergency Alert System, and maintain inventories of emergency resources.

**Response**

The Emergency Chairman will assume operational control of emergencies and disasters within the County. He/She will issue appropriate policies, orders, and declarations as necessary.

BCEM will, at the direction of the Emergency Chairman, notify appropriate local agencies, partially or fully activate the EOC as required, issue warnings, and activate the Emergency Alert System as necessary. BCEM and EOC staff will coordinate the allocation and dispatch of resources to augment local response as necessary.

The BCEM Public Information Officer will coordinate emergency public information with the Emergency Chairman and other officials as necessary. Information vital to the public safety and survival will be disseminated via the Emergency Alert System.

**Recovery**

BCEM will coordinate resources for recovery operations, and coordinate with necessary agencies for the provision of recovery programs for individuals.

Additional information on the Benton County Comprehensive Emergency Management Plan is available through Benton County Emergency Management.